

**ATTACHMENT F**  
**DEQ Agreement No. 207052**

**“Volunteer Monitoring Certification Pilot”**

<b>Project Sponsor:</b>	Montana State University – Montana Watercourse Leslie Schmidt, Contract/Grants Director PO Box 172470 Bozeman MT 59715 (406) 995-4601
<b>DEQ Project Manager:</b>	Andrew Jakes
<b>TMDL Planning Area:</b>	Statewide
<b>319 funds requested:</b>	\$19,890
<b>Matching funds:</b>	\$13,260
<b>Total project cost:</b>	\$33,150

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## **TASK 1: ADVISORY GROUP**

**Task 1 Description:** Contractor will develop an Advisory Group with representatives from Department of Environmental Quality (DEQ), Department of Natural Resources and Conservation (DNRC), US Geological Survey (USGS), Bureau of Reclamation (BOR), Environmental Protection Agency (EPA), schools, community groups, and others; create training module and certification materials; develop an addendum to the Montana Volunteer Monitoring Guidebook for Level 3 volunteers. Contractor will develop the certification module for volunteer water monitors. The certification module will include all components necessary to start and complete a pilot program. These components will include specifications on training required to receive certification, including but not limited to: minimum number of hours spent in training, specific topics covered, testing methods, re-certification requirements, follow-up responsibilities of trainers and trainees, and what item of identification participants will receive when they are considered certified. Contractor will write an addendum to the Montana Volunteer Monitoring Guidebook which will be added for the certification program level. Within the addendum, a plan will be created on how to connect certified volunteer water monitors to other professional water monitors and DEQ staff as to ensure their information is consistent with DEQ monitoring protocols. Contractor will develop a plan for how data collected by the volunteer monitors will be disseminated and entered into STORET.

**Task 1 Responsible Party:** Montana Watercourse, MSUEWQ, Sun/Teton Watershed Groups

**Task 1 Anticipated Cost:**    \$13,300  
    7,500            319 Funds  
    5,800            Match

**Task 1 Approximate Timeframe:** July 1, 2007 – June 30, 2009

**Task 1 Outputs:** Advisory Group, Training module, certification materials (possibly include CD with curricula, certification card similar to First Aid card, certificate, listserv for certified monitors) and Addendum to Montana Volunteer Monitoring Guidelines.

**Task 1 Acceptance Criteria:** Acceptance of this task is contingent upon approval of billing statements for coordination tasks and DEQ acceptance of written products. Specific outputs include advisory group for development of certification requirements, meeting reports and sign in sheets. Documented evidence of an increased focus on water quality monitoring through the formation of the Advisory Group and at least one project identified for development as a result of coordination/partnership. Coordination of workgroup and meetings will be documented in status and final reports including: dates and location that meetings were held, agendas, number of participants, and potential projects developed. Meeting minutes and agendas can be attached to reports. Establishment of Certification Pilot Program to be tested on the Sun and Teton Watershed Groups and area stakeholders. The reports both electronic and hard copy will comply with the Water Quality Planning Bureau (WQPB) document requirements incorporated into this contract as Attachment C.

## **TASK 2: STAKEHOLDER COLLABORATION:**

**Task 2 Description:** Contractor will initiate collaborative meeting to coordinate planning effort with stakeholders: MT Water Center (MTWC), MSU Extension(MSUEWQ) WQ, Sun/Teton Watershed Group, Sun River Science Club, Conservation District, Rocky Mountain Front Education Group, Simms High School, Sun River Middle School, Choteau High School, community members, and others; host a Know Your Watershed training for all stakeholders, including both community and educational groups. Develop Quality Assurance Project Plan (QAPP) or Sampling Analysis Plan (SAP) plan for the Sun and Teton Watershed certification program using the model developed by contractor. The final QAPP/SAP must be in compliance with all requirements for DEQ Water Quality Planning Bureau (WQPB) Quality Assurance Program acceptance. Contact information and the SAP Guidance can be found at: <http://www.deq.mt.gov/wqinfo/QAProgram/WQPBDMs-004%20SAP%20guidance.pdf> and by reference is hereby made binding part of this agreement.

**Task 2 Responsible Party:** Montana Watercourse, MSUEWQ, Sun/Teton Watershed Groups

**Task 2 Anticipated Cost:**     \$8,670  
   4,090            319 Funds  
   4,580            Match

**Task 2 Anticipated Timeframe:** July 1, 2007 – June 30, 2009

**Task 2 Outputs:** Planning meeting and KYW Tour, QAPP/SAP

**Task 2 Acceptance Criteria:** Acceptance of this task is contingent upon approval of billing statements for coordination tasks and DEQ acceptance of written products. Written products will be in electronic and hard copy format. All documents must be in compliance with Water Quality Planning Bureau (WQPB) Document Requirements incorporated into this contract as Attachment C. Specific outputs include copy of project plan created at planning meeting, sign in sheets, photographs from tour, short description of tour itinerary and speakers/topics, summary of pre/post evaluations. A DEQ approved SAP and/or QAPP, dependent upon recommendations from the Water Quality Planning Bureau Quality Assurance Officer. The final QAPP/SAP must be in compliance with all requirements for DEQ Water Quality Planning Bureau (WQPB) Quality Assurance Program acceptance. Contact information and the SAP Guidance can be found at: <http://www.deq.mt.gov/wqinfo/QAProgram/WQPBDMIS-004%20SAP%20guidance.pdf> and by reference is hereby made binding part of this agreement.

### **TASK 3: CERTIFICATION TRAINING AND EVALUATION.**

**Task 3 Description:** Contractor will conduct the Sun/Teton Certification training and follow-up visits and evaluation. Initially, a front-end “needs” assessment evaluation will be conducted in the development phase to assist in meeting intended outcomes, as well as ensure needs of the collaborating watershed groups are addressed. Formative evaluations will be implemented throughout the duration of the project to assess ongoing steps in achieving project outcomes. Final phase project evaluations will comprise of summary assessments both at pilot completion and follow-up assessments to evaluate implementation successes of volunteer monitoring certification practices. One-on-one phone interviews or a group follow-up meeting will be required to evaluate the implementation plan and review changes as needed before reporting results to the state.

**Task 3 Responsible Party:** Montana Watercourse, MSUEWQ, Sun/Teton Watershed Groups.

**Task 3 Anticipated Cost:**     \$6,394  
   4,194            319 Funds  
   2,200            Match

**Task 3 Anticipated Timeframe:** July 1, 2007 – June 30, 2009

**Task 3 Deliverable:** Needs assessment evaluation, pre-evaluations, certification training, post-evaluations at the training, follow-up phone interviews, focus group

**Task 3 Acceptance Criteria:** Acceptance of this task is contingent upon approval of billing statements for coordination tasks and DEQ acceptance of written products. All documents must be in compliance with Water Quality Planning Bureau (WQPB) Document Requirements incorporated into this contract as Attachment C. Specific outputs include copies of all evaluations, summary of training, photographs, sign-in sheets, summaries of evaluations, summaries of interviews and focus group results

## **TASK 4: INFORMATION DISSEMINATION**

**Task 4 Description:** Contractor will disseminate information statewide through announcements and web postings. Contractor will promote certification training to other groups. Contractor will present volunteer monitoring certification program to the MWCC Monitoring Group and other statewide entities. Contractor will update the electronic map (being created on a previous grant) with any certified groups with their levels. This map will provide both a spatial and temporal perspective for the water monitoring groups, including information on where and what they are monitoring. Contractor will track how many inquiries come through on the web, phone or in writing once announcements are made about the training module being available.

**Task 4 Responsible Party:** Montana Watercourse, MSUEWQ, Sun/Teton Watershed Groups

<b>Task 4 Anticipated Cost:</b>	\$1,180	
	500	319 Funds
	680	Match

**Task 4 Anticipated Timeframe:** July 1, 2007 – June 30, 2009

**Task 4 Deliverable:** Postcards to current volunteer monitors, web postings and announcements through statewide organizations (MWCC, Montana Association of Conservation Districts (MACD), Montana Environmental Education Association (MEEA), Montana Education Association-Montana Federation of Teachers (MEA-MFT), and others), press releases, listserv announcements, presentation to MWCC's monitoring workgroup

**Task 4 Acceptance Criteria:** Acceptance of this task is contingent upon approval of billing statements for coordination tasks and DEQ acceptance of written products. All documents must be in compliance with Water Quality Planning Bureau (WQPB) Document Requirements incorporated into this contract as Attachment C. Specific outputs include copies of postcards, announcements, press releases, sign-in sheet, summary of presentation, list of inquiries from other interested groups, screen prints of map updates when submitting status reports and final report.

## **TASK 5: ADMINISTRATION**

**Task 5 Description:** Contractor will submit quarterly and final reports, as well as billing and match statements. Contractor will administer this contract in accordance with Section 1: Services of this agreement and ensure that the tasks described are completed in a timely manner and on budget. This task will also ensure that 319 Program requirements are met and all products are delivered.

**Task 5 Anticipated Funding:** \$3,606  
3,606                      319 Funds

**Task 5 Responsible Party:** Montana Watercourse.

**Task 5 Anticipated Timeframe:** July 1, 2007 – June 30, 2009

**Task 5 Outputs:** Two interim reports to Education and Outreach committee, three quarterly narrative reports and a final report to DEQ, Attachment B reports, and website visitation statistics.

**Task 5 Acceptance Criteria:** Acceptance criteria for contract administration outputs are defined in SECTION I: SERVICES of this 319 funds agreement. Interim and final reports must be in MSWord format and will be delivered in both electronic and hardcopy format. All documents must be in compliance with Water Quality Planning Bureau (WQPB) Document Requirements incorporated into this contract as Attachment C.